

MINUTES OF SPECIAL TOWN OF PACIFIC BOARD MEETING

January 7, 2003 5:00pm Pacific Town Hall

Posted at the Pacific Town Hall, Larry's Speedway Restaurant, and outside the office of the Clerk.

Meeting called to order by Chairman Carlin at 5:00pm.

Roll Call: Chairman Timmie J. Carlin, Supervisor #1 James J. Rager, Supervisor #2 William G. Devine.

Also Present: Treasurer Curtis M. Humphrey, Clerk Ethel A. Smith.

Others Present: Sheri Springer from Clifton Gunderson CPA.

Special meeting called for review of accounting and investment practices, Treasurer's November report, current bills, Plan Commission Ordinance adoption.

Motion by Rager/Carlin to approve the agenda.

Treasurer's report on hold until January regular meeting.

Motion by Devine/Carlin to reimburse the clerk for a copier, printer, scanner combination purchased for the Treasurer's office and a laser printer for the Clerk's new computer in the amount of \$402.94.

Plan Commission Ordinance needs some additions before adoption. Sec 3. Minimum of four members for a quorum. clerk to contact Rob Roth to list the procedure for submitting CSM's and Plats.

Sheri Springer reviewed the Financial Form C and offered suggestions as to accounting practices.

Discussion as to having both checking accounts at one bank, Money Market and Regular checking. Currently Money Market is at US Bank and Regular checking is at Associated Bank. Chairman and one or both Supervisors, along with the Treasurer, will talk with area bank business managers to choose a single bank for both accounts.

Three signatures will be required on all checks.

Investment transactions will be done by the Treasurer and the current Chairman.

The Treasurer will provide a list of investments headed by date, purchase location, dollar amount, interest rate, date due, amt of interest collected.

Treasurer will use new copier to provide copies of all transactions for the Clerk's records. Use of the COPY stamp for sensitive material.

Cut off date for the Treasurer to provide to the Clerk the previous month's transactions will be the 10th of each month.

Adjourn 7:00pm.

Ethel A. Smith, Clerk